



Roseville Joint Union High School District
2019 Classified Employees of the Year
Nomination Application

The Roseville Joint Union High School District and the Board of Trustees realize that there are many outstanding employees in the District. To recognize classified employees, the District is accepting nominations for the Classified Employees of the Year in the following six categories: *Child Nutrition, Maintenance and Operations, Office and Technical, Para-Educator and Instructional Assistance, Support Services and Security, and Transportation*. The outstanding employees in each category will be recognized at a future Board of Trustees meeting.

A "classified employee" is any employee in a position that does not require certification. To be eligible for the Classified Employees of the Year, the employee must work in a position that is covered under the California School Employees Association (CSEA) Collective Bargaining Agreement, or the Confidential Unit.

If you know a classified employee who goes above and beyond for Roseville Joint Union High School District and the surrounding community, you may nominate the employee for consideration on the following form. Any RJUHSD employee or member of the surrounding community may submit a nomination.

Eligibility

In order to be eligible for county and state recognition programs, nominees must have **at least five years** of District service in the nomination category. Nominees should have demonstrated exceptional contributions to the improvement of educational quality, customer service and performance to his/her school site or department. The nominee must not be on corrective or disciplinary action at the time of nomination.

Nominations will be evaluated on three components:

Work Performance

- Employee is motivated and interested in his/her job
- Demonstrates high skills and knowledge
- Willingly supports and cooperates with others
- Employee is committed to high standards of performance
- Employee exemplifies professionalism at all times

School/Community Involvement

- Employee is involved in school activities apart from work
- Employee is involved in community volunteerism and activities
- Employee organizes others within the work environment
- Employee organizes others within the community
- Employee establishes and maintains effective working relationships

Leadership and Commitment

- Employee promotes equity between and among work groups
- Employee steps up to cooperatively solve problems
- Employee promotes open communication among work groups
- Employee demonstrates a receptive attitude towards students with a variety of needs/backgrounds
- Employee engages fully in work assignments

Please submit nominations to:

Diana Christensen, Director, Classified Personnel

Roseville Joint Unified High School District Office
1750 Cirby Way
Roseville, CA 95661

You may also fax nominations to (916) 786-2681 or email to dchristensen@rjuhsd.us. Incomplete, unsigned, or late nominations will NOT be accepted.

Nomination Applications must be received by 4:30 p.m. on Friday, January 25, 2019, in order to be considered for Classified Employees of the Year.

Nomination Application

Nominee Information (please print or type)

Name of Nominee	
Job Title of Nominee	
Department/Work Site of Nominee	
Name of Supervisor	

Nominator Information

Name of Nominator	
Job Title of Nominator	
Work Site of Nominator	

Below, please PRINT OR TYPE a response detailing the reasons why you believe the nominated employee deserves the title of Classified Employees of the Year. Please limit the response to two (2) pages (you may add an additional page if necessary). Include specific examples of how the employee positively contributes to Roseville Joint Union High School District in terms of educational quality, customer service and improvement of performance of school site and/or department. The selection committee will evaluate responses based on three themes as identified by the California Department of Education: Work Performance, School/Community Involvement, and Leadership and Commitment.